New Haven
YMCA
Junior College
1937 - 1938

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NEW HAVEN
Y. M. C. A.
JUNIOR COLLEGE

Accredited by the Connecticut State Department of Education.
Member of American Association of Junior Colleges.

1937-1938

18th Year

Evening Sessions Co-Educational

Administrative Offices

52 Howe Street

New Haven, Connecticut

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THE CALENDAR FOR 1937-1938

First Semester

1937			
September	1-28	Wednesday to Tuesday	Registration period
September	29	Wednesday	College year opens
October	1	Friday	Classes begin
November	15	Monday	Mid-term examinations begin
November	19	Friday	Mid-term examinations end
November	25	Thursday	Thanksgiving Day
December	24	Friday	Christmas recess begins
1938			
January	3	Monday	Classes resume
January	17	Monday	Registration for second semester begins
January	28	Friday	First semester ends—last class session
January	31	Monday	Mid-year examinations begin
February	4	Friday	Mid-year examinations end

Second Semester

February	7	Monday	Second semester begins
February	22	Tuesday	Washington's Birthday—holiday
March	28	Monday	Mid-term examinations begin
April	1	Friday	Mid-term examinations end
April	15	Friday	Good Friday—holiday
May	30	Monday	Memorial Day—holiday
June	3	Friday	Semester ends—last class session
June	6	Monday	Final examinations begin
June	10	Friday	Final examinations end
June	24	Friday	Commencement

ADMINISTRATIVE OFFICES

Y. M. C. A., 52 Howe Street	Telephone 8-3161
Winchester Hall, 15 Prospect St.	Telephone 7-3131 Ext. 532

Day Office Hours

Y.M.C.A., 8:30 a.m. to 5 p.m. Saturday, 8:30 a.m. to 12 Noon

Evening Office Hours

Y.M.C.A. (September 1 to 30)	7 to 10 p.m.
Winchester Hall (October 1 to June 5)	7 to 10 p.m.

BOARD OF GOVERNORS

Floyd I. Newton *Chairman*	Secretary and Assistant Treasurer, G & O Manufacturing Company
Allerton F. Brooks	Vice-President-General Manager, The Southern New England Telephone Company
Ralph L. Cheney	General Secretary, Young Men's Christian Association
Wallace DeLaney	Factory Manager, Seamless Rubber Company
Samuel W. Dudley	Dean, School of Engineering, Yale University
Stuart W. Finlay	Assistant Trust Officer, The First National Bank & Trust Company
Henry P. Hass	Assistant Superintendent, Mechanical Department, New York, New Haven & Hartford Railroad Company
George S. Hawley	The Fritz & Hawley Company
Clyde M. Hill	Chairman, Department of Education, Yale University
Ellis C. Maxcy	Director, New Haven Y. M. C. A. Junior College, 1932-1937.
George H. Reama	Superintendent, Washing Machine Division, General Electric Company, Bridgeport
George B. Wuestefeld	President, The George B. Wuestefeld Company

TRUSTEES

Hudson B. Hastings, *President*
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Frank A. Brainerd
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Charles W. Dunlop
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Warren G. Perkins
George H. Reama
Kendall A. Redfield
Thomas F. Richardson
Clarence P. Shedd
Carleton G. Smith
Harold R. Sterrett

OFFICERS OF ADMINISTRATION

Lawrence L. Bethel, *Director*
B.S., Central Missouri State Teachers College
M.A., Columbia University

Lawrence G. Thomas, *Associate Director*
A.B., M.A., Stanford University

Julia M. Stockover, *Registrar*
B.A., Mount Holyoke College

Katharine Blenis, *Secretary to the College*
A.B., New York State College
B.S., Simmons College

Marjorie A. Flynn, *Clerical Assistant*

FACULTY

Richard L. Anthony, *Mechanical Drawing*
B.S., M.E., Yale University
Engineer, Westcott & Mapes, Inc.

Myron L. Carlson, *Financial Management*
Ph.B., University of Chicago
Yale Law School

Prentice T. Chase, *Law*
Ph.B., L.L.B., Yale University
Attorney, Clark, Hall & Peck

George W. Colton, *Technical Advisor, Engineering Department*
Mechanics, Strength of Materials, Senior Problems
Ph.B., Yale University
B.S. in M.E., Lafayette College
Instructor in Strength of Materials, Yale University

John L. Daley, *Electricity, Senior Problems*
B.S., M.S. in E.E., Ph.D., Yale University
Instructor in Electrical Engineering, Yale University

Fred J. Dawless, *Sales Problems*
Manager, New Haven Branch, Crucible Steel Company of America

Dwight C. Eckerman, *English, Public Speaking*
A.B., Monmouth College
M.A., Yale University
Instructor in English, Arnold College

Frederick F. Fischer, *Accounting*
B.C.A., Northeastern University
C.P.A., State of Connecticut
Public Accountant

PAUL S. GATES, *Accounting*
Ph.B., Yale University
Treasurer, C. Cowles & Company

FORREST R. HUGHES, *Architectural Drawing*
B.S., C.E., University of Missouri
Assistant Professor of Engineering Drawing, Yale University

SELDON B. HUMPHREY, *Psychology*
B.A., Missouri Wesleyan
M.A., Defiance College
B.D., Ph.D., Yale University

WILLIAM E. INGERSON, *Electricity*
A.B., Simmons University
Graduate Student, Yale University

JOHN H. JACOBSON, *English*
B.A., Carleton College
M.A., University of Minnesota
Yale University

FREDERIC W. KEATOR, *Power Plants*
B.S., University of Washington
M.S. in M.E., M.E., Yale University
Assistant Professor of Mechanical Engineering, Yale University

CARL R. KOSSACK, *Mathematics*
B.S., M.A., Yale University
United States Post Office

CHARLES F. MALONEY, *Mechanical Drawing*
E.E., Rensselaer Polytechnic Institute
Engineer's Assistant, The Southern New England Telephone Company

EGBERT J. MILES, *Mathematics*
Ph.D., Yale University
Associate Professor of Mathematics, Yale University

JOHN T. POHLMAN, *Building Construction, Industrial Management*
B.S., Brown University
Superintendent of Construction, Dwight Building Company

RICHARD W. PORTER, *Electricity*
B.S. in E.E., University of Kansas
Ph.D., Yale University
Research Assistant, Yale University

PERRY W. PRATT, *Mechanical Drawing*
B.S. in M.E., Oregon State University
Laboratory Assistant, Yale University

THOMAS ROBERTSON, *Mechanical Drawing*
Brooklyn Polytechnic Institute
Engineer, Westcott & Mapes, Inc.

George H. E. Smith, *Economics*
M.A., L.L.B., University of Michigan
Research Worker in Economics and Government

Hale Sturges, *English*
A.B., Kenyon College
Ph.D., Yale University
The Prospect Hill School

Lawrence G. Thomas, *Social Problems*
A.B., M.A., Stanford University

George R. Tiernan, *Law*
B.A., Yale University
LL.B., Cornell Law School
Attorney at Law

Rolfe A. Weston, *Accounting*
A.B., Dalhousie University
C.P.A., State of Connecticut
Public Accountant

Daniel E. Wise, *Machine Design*
B.S., Case School of Applied Science
Assistant at Mason Laboratory, Yale University

LECTURERS

Herbert W. Best, *Senior Problems*
M.E., Yale University
Assistant Professor of Mechanical Engineering, Yale University

Arthur A. Bolsterli, *Senior Problems*
Swiss Federal Technical University
Engineer, Safety Car Heating & Lighting Company

Albert G. Conrad, *Senior Problems*
E.E., Yale University
Assistant Professor of Electrical Engineering, Yale University

Harold W. Sheldon, *Accounting*
A.B.A., New Haven College
C.P.A., State of Connecticut
Accountant, Finer, Novaro & Sheldon

FACULTY OF EXTENSION DEPARTMENT

College

FRED J. DAWLESS, *Sales Problems*
Manager, New Haven Branch, Crucible Steel Company of America

DWIGHT C. ECKERMAN, *Public Speaking*
M.A., Yale University
Instructor in English, Arnold College

SELDON B. HUMPHREY, *Social Psychology*
Ph.D., Yale University

GEORGE H. E. SMITH, *Economics*
L.L.B., University of Michigan
Research Worker in Economics and Government

LAWRENCE G. THOMAS, *Social Problems*
M.A., Stanford University

REYNA ULLMAN YOUNGERMAN, *Drawing and Painting*
B.F.A., Yale Art School

Pre-College

EVERETT A. CHISHOLM, *Mathematics*
B.A., Dartmouth College

MELBOURNE J. GALLUP, *Social Science*
B.S., University of Vermont

ALBERT C. MERRIAM, *Mathematics*
B.A., Wesleyan University

PERRY D. SCRIVNER, *English*
A.B., Birmingham Southern College
M.A., Yale University

ASSISTANTS

JAMES A. COLLINS
B.S., M.S., Case School of Applied Science

GEORGE J. CONKLING
A.S., New Haven Y.M.C.A. Junior College

AUGUST PUESTER
A.S., New Haven Y.M.C.A. Junior College

NEW HAVEN
Y. M. C. A.
JUNIOR COLLEGE

In response to the interest and demand for educational courses in the period following the termination of the World War the Young Men's Christian Association of the City of New Haven organized vocational courses under its educational department. When it became apparent that this desire for adult education was a permanent trend, an educational program was organized in 1920 as the New Haven Division of Northeastern University and continued as such for six years. In 1926 the officials of the New Haven Young Men's Christian Association were granted permission by the state to incorporate the institution as New Haven College. In 1935 the New Haven College program of studies in Engineering, Accounting and Business Administration was accredited by legislative act of the State of Connecticut and authority granted to confer the Associate in Science degree. The institution is now known as the New Haven Y. M. C. A. Junior College. During the sixteen years of its growth the college has developed two major departments—the Engineering Department, and the Department of Accounting and Business Administration.

The Extension Department includes those unit courses of college and pre-college grade, not contained within any curriculum, but offered to meet current demand.

Function and Programs Offered

The programs of study offered by New Haven Y. M. C. A. Junior College have been designed to meet the varying needs of men and women in business and industry. The specific function of the institution is to provide educational opportunities on the college level for those who are unable to attend a day college.

The Department of Accounting and Business Administration offers courses that are of interest both to the high school graduate who is planning to enter the business field and to men and women already in business who feel the need for bringing their methods up-to-date.

The Engineering Department offers technical courses designed to give an adequate background in theoretical work. It also supplies a variety of practice and experimentation in the operating and testing of machinery and apparatus for manufacturing, building, power and transportation purposes. Through this instruction, correlated with class work, the student obtains an appreciation of the possibilities and limitations which determine efficient design, production and management in industry.

The Extension Department has developed as the result of a demand for courses outside the regular curricula. Included in the offering of this department are courses on both the college and pre-college levels.

Upon consultation with the Director, students may be permitted to choose a limited number of their elective courses from fields outside of the one in which they are specializing.

The college reserves the right to withdraw courses for which there is insufficient enrollment.

Four-Year Programs of Study

Two four-year programs of study are offered by the Department of Accounting and Business Administration in:

Accounting
Business Administration

In the Engineering Department regular four-year courses of study are offered in:

Mechanical Engineering
Electrical Engineering
Building Construction Engineering

The time required to cover the subjects listed in these four-year programs may be shortened by (1) carrying additional hours, (2) attending summer school classes at an approved college offering similar courses, (3) establishing advanced standing as a result of having completed approved courses in other institutions.

Classes meet in the evening from 7:15 to 9:35.

Unit and Extension Courses

There are many cases where the pursuit of a single course of study may be of considerable value. Accordingly, provision has been made whereby a student, if qualified, may enroll in unit courses.

Library Facilities

A library of reference and miscellaneous works is housed in Room 114 of Winchester Hall, the evening office of the college.

Students may use the Yale University Library upon payment of the usual fee charged for this service to those not enrolled in the University.

Attention is called to the resources of the New Haven Public Library and its branch libraries about the city.

Co-operation of Yale University

The steady development of the program of the college is due to several factors, chief of which are the merits of the program offered and the generous co-operation of Yale University. All classes are held in various buildings of the Sheffield Scientific School. Laboratories, recitation and study rooms are made available for the use of the students of the college in the Sterling Chemistry Laboratory, Dunham Laboratory of Electrical Engineering, Engineering Mechanics Hall, Winchester Hall and Sheffield Administration Building.

The faculty of New Haven Y. M. C. A. Junior College is composed of men selected in part from the faculty of Yale University and in part from the industrial, commercial and educational life of New Haven. The college has also benefited by the valuable counsel and suggestions of the officials of the Sheffield Scientific School who have taken a sympathetic interest in the program and work of the college.

Community Resources

New Haven Y. M. C. A. Junior College is particularly fortunate to be located in a center which is rich in a variety of resources. Every attempt is made to utilize these resources by field and inspection trips. Speakers on special subjects are secured to bring to the students actual practice as it is being carried on.

Admission

The college accepts for admission any man or woman, regardless of color, race, or creed, who is able to qualify by previous education. Candidates seeking admission as regular students eligible for a degree must be graduates of a high school or preparatory school and must present fifteen approved units of high school work, as follows:

For Admission to the Department of Engineering:

English	3 units
Algebra	1½ units
Geometry	1 unit
Physics or Chemistry	1 unit
Additional academic subjects, not less than	5 units
Vocational subjects, not more than	3½ units
	15 units

For Admission to the Department of Accounting and Business Administration:

English	3 units
History and Social Science	2 units
Mathematics	1 unit
Additional academic subjects, not less than	4 units
Vocational subjects, not more than	5 units
	15 units

Under exceptional circumstances admission may be arranged on a conditional basis.

Students are admitted as unclassified when they do not desire to work for a degree, but wish to take special courses which in the judgment of the Administration they are qualified to pursue.

Students who strongly desire to pursue a four-year curriculum, but are unable to qualify, rather than seek admission as unclassified students, are urged to remove their deficiencies by further preparatory study.

Credit for advanced standing may be given for work completed in other approved colleges and universities, if such work is similar in content and character to corresponding courses in New Haven Y. M. C. A. Junior College.

Responsibility of Students

Students are requested to notify the office of the Director immediately of:

1. Change of address
2. Inability to attend one or more classes or to do the work in these classes on account of illness, change of place of work, or of working hours
3. Inability to meet tuition payments

The school disclaims all responsibility for difficulties that may arise through the failure of students to comply with these requests.

FEES

Matriculation Fee

A matriculation fee of $5 is required. This fee is payable but once and covers all subsequent registrations. The fee is not returnable.

Tuition

For a regular three-course student, the maximum cost for a year, including tuition, books, materials, and laboratory fees should approximate $125.00.

The schedule of tuition fees for a single semester is as follows:

	One Semester	
	If paid in advance	*If paid in installments*
Three subjects (regular curriculum)	$53.00	$55.00
Two subjects	40.00	42.00
One Subject	20.00	21.00
Four subjects (by special arrangement)	68.00	71.00

Laboratory Fees are extra.

If students pursuing more than one course pay their tuition for the year in advance, a slightly lower rate is allowed.

Tuition paid on the installment plan is due on the following dates:

First Semester		Second Semester	
September	29	February	7
November	1	March	1
December	1	April	1
January	3	May	1

In the event of withdrawal from college because of illness, a change in working hours necessitating evening employment, or removal from the community, tuition cancellations will be made as of the first of the following payment period. Tuition refunds to those paying in advance will be made on the basis of deferred payment charges.

All students whose applications have been accepted will be considered members of the College and liable for tuition, until they have notified the office in writing, or in person, of their intention to withdraw.

Special Fees

A fee of $10.00 is charged for conferring a degree.

A fee of $1.00 is charged for each special or make-up examination.

Student Fee

The Student Councils of the Engineering Department and the Department of Accounting and Business Administration authorize each year the collection of a fee of $1.00 from each student in order to maintain the "News," the school newspaper, and to provide funds for the operation of scheduled student activities.

Student Loan Fund

A loan fund available to worthy students is maintained in the College. Application for aid from this fund should be made to the Director.

Scholarships

The Foremen's Club of New Haven annually appropriates a fund to be used to aid employees of industrial firms of New Haven to further their education. From two to four scholarships are awarded each year.

The Rotary Club of New Haven has offered two scholarships.

A General Scholarship Fund amounting to four hundred fifty dollars a year is available annually.

These scholarships are awarded to students who apply and who present qualifications which merit consideration. The original application should be prompted by need and ability to profit from the courses to be followed.

Student Records

Cumulative records are maintained for each student during the period of his attendance at the college and kept on file thereafter. They include the following data:

1. Complete information regarding the previous education of each student.
2. Personal qualities. Information of this type is assembled confidentially as a means of assisting each student toward obtaining greater academic and vocational achievement. Every student is appraised once each year by his instructors with respect to the following traits: general appearance, esteem of his classmates, enthusiasm, coöperation, self-reliance, logic of thought, thoroughness, and persistence.
3. College activities. A complete record of each student's participation in the extra-classroom activities of the college is kept and used in recommending the student.
4. Grades. The following system of grading is in use, and except where otherwise specified, applies to both examinations and term work:

A	90-100 inclusive	Superior work
B	80- 90 inclusive	Good work
C	70- 79 inclusive	Fair work
D	60- 69 inclusive	Lowest passing grade
F	below 60	Condition
FF	Indicates that the course must be repeated	
Inc.	(Given only when the student, for some good reason, such as protracted illness, has not completed all of the required work of the course.)	

Grades are issued four times a year; at the middle and end of each semester.

Students are expected to achieve a C average for any one year's work before advancing into the succeeding year.

In order to receive credit in a course for the semester the student must not have over four absences in courses meeting once each week or over eight absences in courses which meet twice each week. Exception is made when illness is the cause of absence.

Graduation Requirements

Completion of a four-year curriculum of sixty semester hours is necessary for graduation. At least one full year's work of fifteen semester hour credits must be completed in the college, irrespective of the amount of credit earned in other institutions.

Degrees

The Associate in Science (A.S.) degree is awarded upon the successful completion of any of the curricula in the departments of Engineering, and Business Administration and Accounting. The authority to award this degree was granted by a legislative act of the State of Connecticut. This degree is recognized as the proper designation for an approved technical or scientific course pursued for sixty semester hours.

Alumni Association

The Alumni Association holds four regular meetings during the school year. A concise business session precedes a planned program, which is followed by an informal social hour. Two or three social events are held during the year: a smoker, an outing, and one or two dances. Each year an award is made by the Alumni Association to the highest ranking senior of each of the Engineering and Business Administration Departments.

ATHLETIC ACTIVITIES

Physical Privilege

Male students are given physical privileges in the New Haven Y. M. C. A. without cost. Regular students enjoy full privileges. Limited use of the physical equipment is permitted to special students.

Bowling

The various departments have bowling teams which are organized into a league. A silver trophy is presented to the winning team.

Swimming

During the winter weeks a group of students interested in swimming and life-saving meet at the Y. M. C. A. pool after classes one evening a week.

Tennis

An annual tennis tournament is conducted with entry open to all college students.

Golf

Golf shares a part in the physical program during the spring months. The golf tournament, held in May, is the culmination of this activity.

Law Class — Department of Accounting

Class in Electrical Laboratory.

Students on Inspection Trip.

Group Project in Art Class.

STUDENT ACTIVITIES

The athletic and social activities are under the supervision of the Student Councils. There are two Councils, one for the Engineering Department, the other for the Department of Accounting and Business Administration. These Councils are composed of representative students elected by the entire student body of each department. All student affairs are conducted by the duly elected officers and members of the Councils.

Student Assemblies

A program of monthly assemblies is arranged and carried out by the Assembly Committee of the Student Councils. The speakers are men from the business and professional life of New Haven and vicinity.

The News

The News is a monthly newspaper published in the interests of the students. The editors are elected by the Student Councils, and the reporting staff is chosen from the student body at large. Copies of the News are distributed to all members of the student body, and alumni.

The Engineering Honors Club

This organization is composed of those students in the various classes of the Engineering Department, who qualify by maintaining a scholastic average of "B" or better. Freshmen are not elected until their first semester grades are known. Members must maintain the required scholastic average to hold their membership.

The Club holds monthly meetings at which speakers present for discussion subjects of interest in the field of engineering. Inspection trips through industrial plants are also scheduled by the Club.

Business Administration Club

. Membership in the Business Administration Club is open to the students in the Department of Accounting and Business Administration. The club meets once a month for the discussion of subjects of interest to the student planning to enter business.

Agora Club

The Agora Club is an organization composed of those who have completed a Public Speaking course in this institution. The club is self-operating and serves as a means by which members may continue to develop their ability to speak in public.

DEPARTMENT OF ACCOUNTING AND BUSINESS ADMINISTRATION

In the Department of Accounting and Business Administration the A.S. degree is given at the completion of the four-year programs in Accounting and Business Administration. The first two years of these programs are identical, making it possible for the student to delay his choice of a major until the end of his sophomore year. The courses offered in the freshman and sophomore years are designed to give the student a thorough background upon which to build his more specialized study.

THE ACCOUNTING COURSE. This course has been carefully outlined to provide the accounting theory and legal knowledge required of those who are planning to take the state examinations for the degree of Certified Public Accountant. A knowledge of accounting principles supplemented by a broad business education also affords many opportunities in public or private enterprises for those who elect to follow the field of private rather than public accounting.

THE BUSINESS ADMINISTRATION COURSE. The person preparing for an administrative and executive position should gain an understanding of the principles of each of the major business departments. A broad knowledge of such widely diversified business processes as distribution, finance, production and accounting has become a necessity.

DEPARTMENT OF ACCOUNTING AND BUSINESS ADMINISTRATION

First Year

First Semester	*Second Semester*
Business Law	Business Law
English	English
Elementary Accounting	Elementary Accounting

Second Year

First Semester	*Second Semester*
Business Law	Business Law
Corporation Accounting	Corporation Accounting
Economics	Economics

Third and Fourth Years

Social Problems is required of all students in the third year. The remainder of the curriculum is made up of subjects chosen from the major field and general electives.

Required Courses in Majors

Accounting	*Business Administration*
Auditing	Financial Management
Cost Accounting	Marketing and Advertising
Junior Accounting Problems	Psychology
Income Tax Procedure	
C. P. A. Problems	

Electives may be chosen from any courses offered in the Department of Accounting and Business Administration. With the approval of the administration a limited number of electives may be chosen from courses offered in other departments of the institution.

DEPARTMENT OF ENGINEERING

In the Department of Engineering the degree of A.S. is given at the completion of the four-year programs in Electrical Engineering, Mechanical Engineering and Building Construction Engineering. The freshman year is common to all of these programs, as is shown in the outline of courses on the following page.

ELECTRICAL ENGINEERING. This course should qualify men to fill such positions as engineering assistant, electrical inspector, designer, tester, power plant operator. These occupations offer excellent opportunity for gradual advancement with growth in experience and ability to positions of greater technical responsibility.

MECHANICAL ENGINEERING. The Mechanical Engineering course is designed to teach the student the fundamentals of engineering and to develop in him the ability to analyze and solve engineering problems. The course prepares men to qualify for positions as assistant engineer, superintendent, designer, and production manager, and for positions concerned with sales work and management of industrial plants.

BUILDING CONSTRUCTION ENGINEERING. The course aims to prepare men to enter upon the work of the actual construction of modern buildings, and to give them both basic and practical knowledge of building methods, in order to lay a foundation for work of responsibility in the field of building construction. Emphasis is placed upon design, and material and methods of construction.

DEPARTMENT OF ENGINEERING

First Year

First Semester	*Second Semester*
English	English
Trigonometry	Algebra
Engineering Problems	Engineering Problems

Second Year

First Semester	*Second Semester*
Differential Calculus	Integral Calculus
Mechanics	Mechanics
Elective	Elective

Third and Fourth Years

Strength of materials is required of all students in the third year. The remainder of the curriculum is made up of subjects chosen from the major and general electives.

Required Courses in Majors

Electrical	*Mechanical*
Electricity (EE 1-2)	Mechanical Drawing
Electricity (EE 3-4)	Machine Design (D 5-6)
Electricity (EE 5-6)	Machine Design (D 7-8)
Power Plants	Power Plants
Senior Problems	Senior Problems

Building Construction

Architectural Drawing (D 9-10)
Architectural Drawing (D 11-12)
Architectural Design (D 13-14)
Building Equipment
Building Construction

Electives may be chosen from any courses offered in the Department of Engineering. With the approval of the administration a limited number of electives may be chosen from courses offered in other departments of the institution.

Unit Courses Offered

The following is a classified list of the subjects included in the various programs of study. Included in the list are certain subjects which will be offered in any given semester, upon the condition of a satisfactory enrollment. Properly qualified students may enroll for any unit course.

Accounting (pp. 23-24)

Auditing
C. P. A. Problems
Corporation Accounting
Cost Accounting
Elementary Accounting
Federal Income Tax
Junior Accounting Problems

Building Construction (p. 25)

Building Construction
Building Equipment

Business Law (pp. 25-26)

Law of Contracts and Business Associations
Law of Debtors; Decedents' Estates; Deeds and Mortgages
Law of Sales and Commercial Papers

Drawing and Design (pp. 26-27)

Architectural Design
Architectural Drawing
Machine Design
Mechanical Drawing

Economics and Sociology (pp. 28-29)

Elementary Economics
Financial Management
Industrial Management
Marketing and Advertising
Personnel Administration
Sales Problems
Social Problems

Electricity (pp. 29-30)

A.C. Circuits and Machinery
A.C. Machinery
D.C. Circuits and Machinery
Industrial Applications of Electricity

Engineering Mechanics (p. 30)

Mechanics
Strength of Materials

English (p. 31)

English
Public Speaking

Mathematics (p. 31)

Algebra
Differential and Integral Calculus
Trigonometry and Logarithms

Projects (p. 32)

Engineering Problems
Power Plants
Senior Problems

Psychology (p. 32)

Social Psychology

Description of Courses

ACCOUNTING (A)

Elementary Accounting (A 1-2)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

This course covers the following: Scope of accounting; importance and purpose of accounting; financial statements; theory of accounts; business papers; books of original entry; columnar records; controlling accounts; ledger posting and trial balance; preparation of advanced form of statements; closing of books; adjustment entries; mixed accounts; depreciation; accruals; deferred items; reserve accounts; capital versus expense charges and partnership accounting with set.

During the second semester some time is devoted to corporation accounting; classes of stock; organization procedure; opening entries for common stock, preferred stock, and treasury stock purchased or donated; corporate records and the operation of the voucher system.

Corporation Accounting (A 3-4)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

During the first semester of this course the subject is developed around the form and content of the corporation balance sheet and the problems that arise in connection with its construction and interpretation. Emphasis is placed upon the preparation of the profit and loss statements, balance sheets, and schedules incident thereto. Due consideration is given to the depreciation problem, knowledge of which is important when determining the proper valuation of the fixed assets.

Such subjects as consignments, installment sales and funds and reserves are introduced during the second semester, followed by selected problems in the preparation of comparative statements and statements of application of funds. The study of balance sheet ratios and profit and loss analysis finally gives the student an opportunity to visualize the results which the statements of the accounting period reflect and to test his accounting knowledge built up during the year.

Prerequisite, Accounting 1-2.

Junior Accounting Problems (A 5-6)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

Accounting problems are selected in the following subjects: partnership; insurance; the statement of affairs; receivers' accounts; realization and liquidation statements and accounts; home office and branch office accounting; parent company and subsidiary accounting, consolidated balance sheets and profit and loss statements; consolidations, mergers and financing; and accounting for estates and trusts. The theoretical principles illustrated by these problems are reviewed. The way is paved for the more difficult and complex problems required by the C.P.A. examinations.

Prerequisite, Accounting 3-4.

COST ACCOUNTING (A 7-8)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

The first semester is devoted to building up thoroughly the ground work of cost accounting principles. A complete outline is given of the two best known cost accounting systems, Job Order and Process Systems, supported by various selective problems. During the final semester special emphasis is given to theory surrounding application of standard costs. The latest developments in the theory surrounding application of standard costs are brought out.

Prerequisite, Accounting 3-4.

AUDITING (A 9-10)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

This course emphasizes the auditing accounts as practiced by public accountants. It also includes a study of accountancy service, auditors' certificates, legal and moral responsibilities of auditors, relationship with the client, adult working papers, preparation of reports, and the ethics of the profession. Auditing problems are studied representing figures, facts, and actual situations drawn from business life. Throughout the course case material is provided for a balance sheet audit of a manufacturing concern. The examinations in auditing of the American Institute of Accountants and of the state boards are studied.

Prerequisite, Accounting 5-6.

C.P.A. PROBLEMS (A 11-12)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

Designed primarily for students who intend to take the C.P.A. examinations, the course presupposes a thorough ground work in accounting as it is limited to the more advanced and special application of accounting theory. There will be included short courses in municipal accounting and in brokerage accounting. Problems from C.P.A. Examinations are worked, demonstrated and discussed. To a certain extent students are required to work selected problems in class under conditions similar to those which obtain in state examinations.

The problems used throughout the course are taken from past C.P.A. examinations of the state boards of accountancy, particularly of the State of Connecticut, and from the examinations of the American Institute of Accountants.

Prerequisite, Accounting 5-6.

FEDERAL INCOME TAX (A 13-14)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

This course embraces a practical application of the principles of the Federal Income Tax Law to concrete situations. The problems include the preparation of corporation, fiduciary, partnership and individual tax returns; claims for refunds, credit and abatement; the Social Security; and proper accounting procedure for tax records.

BUILDING CONSTRUCTION (B)

Building Construction (B 1-2)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

The chief aim of this course is to give the student a clear understanding of the fundamental principles which form the ground-work of construction, plan reading and estimating. It is divided into three parts, namely: foundations, superstructure and interior finishes. Practical problems relative to each part are presented for discussion in the classroom and later the actual solutions are observed in the field. A study of building materials, field methods, and present day practice includes the design of concrete and steel members such as beams, slabs, columns, and footings.

(Omitted 1937-38.)

Building Equipment (B 3)

Two and one-half hours a week during one semester. Credit, 2½ semester hours.

This course provides training in the general principles underlying the design, construction, installation, and operation of mechanical equipment of buildings. It includes a study of steam heating systems, mechanical and gravity ventilating systems, elevators, and mechanical refrigeration. The use of equipment complementary to the foregoing subjects such as pumps, motors, and thermostatic control systems is discussed. Practical problems are presented in class, and later the actual use of the various types of apparatus is observed in the field.

BUSINESS LAW (L)

Law of Contracts and Business Associations (L 1-2)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

Contracts and agency will involve a study of the formation of contracts, capacity of parties, offers and modes of acceptance and other requisites; performance of contracts, conditions upon duty to perform, and discharge. The appointment of agents, and the creation of agency; the employment contracts; power of agent to bind his principal in dealings with third parties; duties of agent and principal to one another.

Business Associations will involve the law relating to the formation and operation of the unusual types of business organizations; the rights and liabilities of partners among themselves and their relations to third parties; dissolution of partnerships; limited partnerships; the business trust; promotion and organization of corporations; the conduct of corporate affairs in their relation to the rights of stockholders and creditors.

LAW OF SALES AND COMMERCIAL PAPERS (L 3)

Two and one-half hours a week during one semester. Credit, 2½ semester hours.

The study of sales involves a detailed consideration of the laws governing the rights of parties engaged in the transfer of personal property. This covers questions of title, risks assumed, rights of creditors, expressed and implied warranties, buyers' and sellers' remedies.

The study of negotiable instruments involves an examination of checks, notes and bills of exchange, using as a basis the Negotiable Instruments Law.

LAW OF DEBTORS; DECEDENTS' ESTATES; DEEDS AND MORTGAGES (L 4)

Two and one-half hours a week during one semester. Credit, 2½ semester hours.

This course deals in detail with the National Bankruptcy Act. It includes a consideration of the various forms of security of which a creditor may avail himself, and of attachments and garnishee process. The course also deals with the laws governing wills and intestacy, probate procedure, real property, rights, deeds and mortgages.

DRAWING AND DESIGN (D)

MECHANICAL DRAWING I (D 1-2)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

This is an elementary course in Mechanical Drawing designed to teach the use of instruments, the fundamental principles of projection, drafting room standards and conventions, lettering, selection and use of scales, orthographic projections, revolutions, developed surfaces, intersections and auxiliary views, and the making and dimensioning of complete working drawings of simple machine parts.

MECHANICAL DRAWING II (D 3-4)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

This course is designed to develop the student's ability to visualize the assembly of machine parts. The work covers a review of the fundamentals of drafting, additional theory of orthographic projections and perspective sketchings, the making of detail and assembly drawings of simple machines involving the use of simple screw gear and lever mechanisms.

Prerequisite, D 1-2.

ELEMENTARY MACHINE DESIGN (D 5-6)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

The analysis and design of such elements as fastenings, bearings, gears, shafts, clutches, pulleys and cams. Some machine parts are studied from the standpoint of kinematics, and their motions are analyzed.

Prerequisites, Drawing 1-2, Mathematics 2.

ADVANCED MACHINE DESIGN (D 7-8)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

The elements of machine design studied in the first year are unified in the complete design, by each student, of a punch press or other machine. Advanced problems, such as balancing and critical speeds, are considered the latter part of the year.

Prerequisite, Design 5-6.

ARCHITECTURAL DRAWING (D 9-10)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

An elementary course in the fundamentals of architectural drawing including the practice in architectural lettering, geometrical construction, perspective drawing and the Orders of Architecture. House plans and elevations, details of practical framing and details of stairways, etc., are also included.

ARCHITECTURAL DRAWING (D 11-12)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

This course is a continuation of the elementary architectural drawing work. It aims to prepare the student in the more elementary principles of architectural design. Practice is given in problems dealing with intersections, developments and architectural shades and shadows.

Prerequisite, D 9-10.

ARCHITECTURAL DESIGN (D 13-14)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

This course takes up architectural composition and design, and includes sketching in pencil and ink, and rendering in wash. Preliminary and final drawings are made of one or more buildings from given programs.

Prerequisite, D 11-12.

ECONOMICS AND SOCIOLOGY (Ec)

ECONOMICS (Ec 1-2)

Two and one-half hours each week throughout the year. Credit, 5 semester hours.

Economics takes for its field the study of principles, institutions and practices by which people gain a livelihood. The course consists of a brief survey of economic history; a study of the institutions through which economic activities are carried on; and a detailed examination of the principles and processes bearing upon production, exchange and consumption, both in relation to the individual enterprise and to society at large.

FINANCIAL MANAGEMENT (Ec 3-4)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

This course deals with the problems that face persons designing the financial policies of a business. Particularly from the point of view of management of the business of moderate size, analysis is directed toward methods of raising funds, types of securities used by corporations to achieve particular results, and problems of expansion. It is expected that this material will be of value not only to those now in active business management but also those desiring understanding of the work of their superiors. Some attention is given as well to management of personal finances and the nature of securities as investments.

SOCIAL PROBLEMS (Ec 5-6)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

This course is designed for mature students who may feel the need for a better understanding of present day social trends, social problems, and social programs. Much emphasis is placed upon two chief objectives: (1) to develop a critical, reliable technique of thinking through present-day problems; (2) to understand fully the facts and arguments behind all proposals for social reform. Problem areas considered in the course include the family, population changes, health, labor, conservation, agriculture, housing, crime, education, international relations, private capitalism, fascism, communism, and socialism.

INDUSTRIAL MANAGEMENT (Ec 7)

Two and one-half hours a week during one semester. Credit, 2½ semester hours.

This course deals particularly with directing the application of the forces of labor and machinery to materials for the efficient production of a commodity. The following subjects are considered: Industrial organization, types of organization and departments, buildings and equipment, planning the production, handling of materials, inventory records, production control, labor management, the foreman, wages and incentives, the cost department, planning department, synchronizing sales and production. Practical problems are presented for discussion in the classroom, and later their actual solutions are observed in the field.

PERSONNEL ADMINISTRATION (Ec 8)

Two and one-half hours a week during one semester. Credit, 2½ semester hours.

A study of progressive methods of employee-employer relationship. These include interview procedures, occupational classification methods, promotion plans, workers security plans and relations between labor unions and management.

MARKETING AND ADVERTISING (Ec 9-10)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

This course deals with the principles and problems involved in the distribution of merchandise. There is a study of the basic structure of markets and the functions of assembling, grading, storing, financing and transporting goods. The advertising emphasis deals with the various media used in local and national advertising programs.

SALES PROBLEMS (Ec 11-12)

Two and one-half hours a week during one semester. Credit, 2½ semester hours.

This course is designed to teach the fundamental principles of sales methods. It covers a thorough understanding of the importance of "knowledge of product," pre-approach, approach, presentation, technique of sales argument, quotation procedure, demonstration methods, credit investigation, meeting sales resistance, transportation and delivery facilities, discount practice, routing, technique of close. Those at present engaged in sales work and those contemplating taking up selling as a profession will find the course of equal value.

ELECTRICITY (EE)

DIRECT CURRENT CIRCUITS AND MACHINERY (EE 1-2)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

Fundamental theory of electric and magnetic circuits and its application to direct current machinery. The course includes laboratory work in measurements of electrical quantities and characteristics of direct current motors and generators.

ALTERNATING CURRENT CIRCUITS AND MACHINERY (EE 3-4)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

This course provides an elementary treatment of alternating current circuits, instruments and measurements. Suitable laboratory experiments on single phase and polyphase circuits are included.

Prerequisite, EE 1-2.

ALTERNATING CURRENT MACHINERY (EE 5)

Two and one-half hours a week during one semester. Credit, 2½ semester hours.

Fundamental principles of the more common types of alternating current machinery, with emphasis on the industrial and economic aspects of their applications. About one-quarter of the time will be devoted to laboratory work on the machines.

Prerequisite, EE 3-4.

INDUSTRIAL APPLICATIONS OF ELECTRICITY (EE 6)

Two and one-half hours a week during one semester. Credit, 2½ semester hours.

A continuation of EE 5, with emphasis in that field having the greatest interest to the students. It includes the advanced theory of alternating current machinery and its industrial application.

ENGINEERING MECHANICS (EM)

MECHANICS (EM 1-2)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

In the first semester: The theory and application of the principles of static equilibrium. Stress in framed structures. Center of gravity and moment of inertia. Force, man and acceleration. Friction.

In the second semester: Rectilinear and curvilinear motion. Work, power and energy. Impulse and momentum. Practical study of machine elements and problems in machine design.

STRENGTH OF MATERIALS (EM 3-4)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

Theory of stress and the resistance of materials. Stress distribution in riveted joints, shafts, beams, and columns. Principal stresses. Laboratory practice in materials testing. Hardness, fatigue and impact strength. Problems in machine design and building construction.

Prerequisites, M 3-4, EM 1-2.

ENGLISH (E)

ENGLISH (E 1-2)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

The aim of this course in English is to improve the student's abilities in reading, writing, speaking, and thinking.

The material chosen for reading is in the field of modern literature and is intended particularly to broaden the student's understanding of contemporary life and affairs. The writing assignments include short papers, reports, and letters. Oral discussion, vocabulary building, and speech-making receive adequate attention. In all phases of the work, proper emphasis is given to clear and accurate thinking on the part of the student.

PUBLIC SPEAKING (E 3-4))

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

The object of this course is to enable the student to stand on his feet and talk clearly and forcefully. It is designed to meet the needs of any person whose business or social activities require him to talk in public. During the entire course the student prepares and delivers his own speeches on subjects in which he is interested.

The course teaches self-confidence, the use of gestures, platform etiquette, how to prepare a speech, effective delivery of the speech, mastery of the audience, and correct English. Persons taking the course are aided by a text, class lectures, practice in speaking, and helpful criticism.

MATHEMATICS (M)

TRIGONOMETRY AND LOGARITHMS (M 1)

Two and one-half hours each week during one semester. Credit, 2½ semester hours.

The work in this course includes a study of the trigonometric functions and logarithms. Throughout the course emphasis is placed on the solution of problems arising in various branches of engineering.

ALGEBRA (M 2)

Two and one-half hours each week during one semester. Credit, 2½ semester hours.

The first few lessons of the course are devoted to a review of elementary algebra. Extension is then made to such topics as linear functions of one or more variables, quadratic functions, graphical solutions, and determinants.

Prerequisite, M 1.

DIFFERENTIAL AND INTEGRAL CALCULUS (M 3-4)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

This course is algebraic in nature. It is designed to take up the study of changing quantities at the point left off in algebra, and is therefore presented from the rate of change standpoint. A natural way of applying the principles of calculus to physical and mechanical laws is thus obtained.

Prerequisite, M 1, M 2.

PROJECTS (Pr)

ENGINEERING PROBLEMS (Pr 1-2)

Two and one-half hours each week throughout the year. Credit, 5 semester hours.

An elementary course covering some of the fundamentals of several branches of engineering. It includes use of the slide rule, applied mathematics, and graphical methods of presentation and analysis.

The second semester consists mainly of a course in problems based on engineering principles, supplemented by discussion periods and lectures. The course serves to orient the student and helps to present a survey of the engineering profession, so that he may better understand the methods of thought and work. The aim is to develop in the student a habit of using correct methods of thinking and analysis in the solution of engineering problems.

SENIOR PROBLEMS (Pr 3-4)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

This is a course designed for seniors in the various engineering curricula. Carefully chosen problems which involve many phases of engineering constitute the background of the course. Every attempt is made to deal with the problems in detail as they would be treated in engineering practice. Several instructors collaborate in the presentation and discussion of the various phases of the problems.

POWER PLANTS (Pr 5-6)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

The course aims to acquaint the student with the equipment of power plants, fuel and combustion, characteristics of power-producing apparatus, and the recovery of waste heat. The various types of power plant apparatus are studied. While the course deals primarily wtih steam power, hydraulic and internal-combustion machines are also discussed.

Prerequisite, M 2.

PSYCHOLOGY (P)

SOCIAL PSYCHOLOGY (P 1-2)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

This course is designed for those students who desire a better understanding of human behavior and the way personality operates in a world of other personalities. A brief survey is made of the psychological foundations of individual behavior, personality and group participation, personality and subjective partners, and the characteristics of group behavior. Efforts are made to relate the principles under consideration to problems of contemporary life. Field trips are planned during the year.

The Extension Department

THE EXTENSION DEPARTMENT

This department offers unit courses in the college and sub-college areas to meet current demands. Some courses are given annually at the request of industries and clubs in the community. Other courses are developed in response to special interests. Details concerning the availability of any of these courses may be obtained at the college offices.

ADMISSION

Students are admitted to extension courses according to their ability to profit by the instruction offered.

Classes are open to both men and women.

For data regarding Equipment, Records, and Activities, the reader is referred to pages 11, 15, 16 and 17 in this catalogue.

College Courses

FUNCTION

The function of the extension courses in the college area is to meet the demands of the community for adult study in fields outside the curricula of either of the technical departments.

FEES

The schedule of tuition fees for one semester is as follows:

	If Paid in Advance	*If Paid in Installments*
Three subjects	$53.00	$55.00
Two subjects	40.00	42.00
One subject	20.00	21.00

Tuition paid on the installment plan is due on the following dates:

First Semester		*Second Semester*	
September	29	February	7
November	1	March	1
December	1	April	1
January	3	May	1

Description of Courses

DRAWING AND PAINTING

Two and one-half hours a week throughout the year.

This class is devoted to a study of the fundamental principles and technique involved in drawing from casts of head, torso, and full length figure; study of composition; the application of various art forms; color; and still life studies.

The student is advanced as rapidly as his capabilities indicate. The more advanced work consists of still life drawing and painting; portrait drawing in charcoal and color; action sketches; advanced composition; theory of color. Special instruction is given in water-color painting and wash drawings to those who so desire. A study of the history of art is also made in connection with a series of lectures at the Yale Art Gallery.

Care is given to the personal needs of the student by critical analysis and evaluation of individual work done both in and out of class.

ECONOMICS

Two and one-half hours each week throughout the year.

Economics takes for its field the study of principles, institutions and practices by which people gain a livelihood. The course consists of a brief survey of economic history; a study of the institutions through which economic activities are carried on; and a detailed examination of the principles and processes bearing upon production, exchange and consumption, both in relation to the individual enterprise and to society at large.

MARKETING AND ADVERTISING

Two and one-half hours each week throughout the year.

This course deals with the principles and problems involved in the distribution of merchandise. There is a study of the basic structure of markets and the functions of assembling, grading, storing, financing and transporting goods. The advertising emphasis deals with the various media used in local and national advertising programs.

PUBLIC SPEAKING

Two and one-half hours a week throughout the year.

The object of this course is to enable the student to stand on his feet and talk clearly and forcefully. It is designed to meet the needs of any person whose business or social activities require him to talk in public. During the entire course the student prepares and delivers his own speeches on subjects in which he is interested.

The course teaches self-confidence, the use of gestures, platform etiquette, how to prepare a speech, effective delivery of the speech, mastery of the audience, and correct English. Persons taking the course are aided by a text, class lectures, practice in speaking, and helpful criticism.

SALES PROBLEMS

Two and one-half hours a week throughout the year.

This course is designed to teach the fundamental principles of sales methods. It covers a thorough understanding of the importance of "knowledge of product," pre-approach, approach, presentation, technique of sales argument, quotation procedure, demonstration methods, credit investigation, meeting sales resistance, transportation and delivery facilities, discount practice, routing, technique of close. Those at present engaged in sales work and those contemplating taking up selling as a profession will find the course of equal value.

SOCIAL PROBLEMS

Two and one-half hours a week throughout the year.

This course is designed for mature students who may feel the need for a better understanding of present day social trends, social problems, and social programs. Much emphasis is placed upon two chief objectives: (1) to develop a critical, reliable technique of thinking through present-day problems; (2) to understand fully the facts and arguments behind all proposals for social reform. Problem areas considered in the course include the family, population changes, health, labor, conservation, agriculture, housing, crime, education, international relations, private capitalism, fascism, communism, and socialism.

SOCIAL PSYCHOLOGY

Two and one-half hours a week throughout the year.

This course is designed for those students who desire a better understanding of human behavior and the way personality operates in a world of other personalities. A brief survey is made of the psychological foundations of individual behavior, personality and group participation, personality and subjective partners, and the characteristics of group behavior. Efforts are made to relate the principles under consideration to problems of contemporary life. Field trips are planned during the year.

Pre-College Courses

FUNCTION

The courses offered in this area are intended for students who have not completed their high school education. The primary function of these courses, however, is to supplement previous education in order to prepare for college courses in business and engineering.

FEES

The schedule of tuition fees for one semester is as follows:

	If Paid in Advance	*If Paid in Installments*
Three subjects	$50.00	$53.00
Two subjects	36.00	38.00
One subject	18.00	19.00

Tuition paid on the installment plan is due on the following dates:

First Semester		*Second Semester*	
September	29	February	7
November	1	March	1
December	1	April	1
January	3	May	1

DESCRIPTION OF COURSES

ELEMENTARY ALGEBRA

Two and one-half hours a week throughout the year.

This course introduces students to the fundamental principles of Algebra. All of the essential operations to quadratics are covered.

INTERMEDIATE ALGEBRA

Two and one-half hours a week throughout the year.

This course reviews Elementary Algebra and completes the study of the fundamental principles of Algebra through the binomial theorem. This and the preceding course are basic to the further study of mathematics.

PLANE GEOMETRY

Two and one-half hours a week throughout the year.

The five books of plane geometry are studied. Numerous original exercises are employed to stimulate the power to reason clearly and to derive logical proofs. Practical demonstrations are given, applying the useful formulas.

SOLID GEOMETRY

Two and one-half hours a week during one semester.

This course comprises the standard theorems in solid and spherical geometry. Stress is laid upon numerical exercises involving mensuration of solid figures.

TRIGONOMETRY

Two and one-half hours a week during one semester.

Trigonometry is the basic study for the accurate measurement of heights, distances, and forces; for the astronomical observation of longitude and latitude; and for higher mathematics generally.

ENGLISH

Two and one-half hours a week throughout the year.

The course is primarily intended to deal with the present problems of a person's ability to speak and write, regardless of his preparation, and to enable him to improve progressively that ability, first, by discovering the principles on which good English is based; second, by criticizing his own writing and speaking in the light of those principles; and third, by learning practical ways of varying and improving his present style.

ADVANCED ENGLISH

Two and one-half hours a week throughout the year.

Two main objectives are pursued in this course. First, students who are well grounded in the fundamentals of written and spoken English are given advanced instruction in the unity, coherence, style, and forcefulness of their expression. Second, broader and deeper reading interests are developed through directed exploration in several fields of contemporary English literature.

SOCIAL SCIENCE

This course affords a comprehensive introduction into the major social, economic, and political areas of modern American life. Contemporary institutions are considered in the light of (1) their historical backgrounds, (2) their present strengths and weaknesses, and (3) proposals for their improvement.